**State of Wisconsin
Governor Scott McCallum**

BWP/BIMA OPERATIONS MEMO
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Non W-2 [X]   W-2 [X]   CC [X]
PRIORITY: High

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Amy Mendel-Clemens
CARES Call Center
Policy & Systems Communications Section

SUBJECT: **MENUMANAGER IMPLEMENTATION**

CROSS REFERENCE: CARES Guide

EFFECTIVE DATE: September 1, 2002

PURPOSE

This Operations Memo:

• Describes the procedural change for accessing CARES and other applications from the mainframe

• Includes instructions for the new method of access as an attachment.

BACKGROUND

CARES users have historically accessed mainframe applications by logging into each application directly from a Selection Screen. Several problems have been attributed to this method of access, including:

• Failed maintenance batch jobs - If a user leaves his/her terminal on, there are some terminals that do not automatically timeout, which will cause these jobs to fail. Maintenance jobs update CARES for programming changes made that day - so if they fail, users will not have the latest screen changes.

- Incorrect dates: A terminal left on overnight may not reset the date if the user logged on to CARES directly. The user is then using the previous day's date in work they do, which results in incorrect determinations and failed batch processes.

An alternate sign on process using MenuManager will eliminate these problems. MenuManager also provides enhanced security as terminals lock after 20 minutes of non-use. The user can enter a password to re-enter.

Additional benefits include:

1. Ability to open multiple applications and navigate between them via a single key

2. Entering a logon ID and password one time to access several applications

3. Increased length of time before the session closes - MenuManager closes after 2 hours of non-use. (Note that individual applications such as EDSNET and KIDS may close sooner, depending on their settings.)

PROCESS

Effective September 1, 2002, CARES users will access all mainframe applications (including CARES, EOS, KIDS, EDSNET and EBTP) via MenuManager. The attached document provides instructions for first time setup of MenuManager, opening and navigating multiple applications, and logging off.

CONTACTS

BIMA CARES Information & Problem Resolution Center

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    Note: Email contacts are preferred. Thank you.

ATTACHMENT

MenuManager for CARES Users

DHFS/DMT/BIMA/AM-C